

# BROMLEY EARLY YEARS PARENT CONTRACT

This form must be completed **before** your child can access Free Entitlement for 2, 3 & 4 year olds - 30 Hours Funded Childcare, Disability Access Fund or Early Years Pupil Premium for 3 & 4 year olds



**All** Early Years Providers are required by law to keep a record of children's details who are claiming the Free Entitlement. Completing this form and showing a copy of your child's birth certificate is a condition of your child receiving funding with this provider. You must also show the provider your child's birth certificate as confirmation of your child's legal name and date of birth. Parent Contracts must be kept for 7 years and made available for audit purposes. Please complete this form in BLOCK CAPITALS to claim the funding with this provider.

## Childs Details (as on the birth certificate)

Date of Birth	Gender Male / Female	Home address:	
Legal First Name			
Legal Surname		Postcode	
Preferred Surname		SEND Code	

## Free Entitlement Hours

**lam2** – Eligible 2 year old are entitled to a maximum of 15 hours per week which is 570 funded hours over the year – to check eligibility apply online [www.bromley.gov.uk/iam2](http://www.bromley.gov.uk/iam2)

**Universal 15 hours** – All 3&4year olds are entitled to a maximum of 15 hours per week which is 570 funded hours over the year.

**Extended Entitlement (30 hours)** – If you have applied and meet the eligibility criteria your child is entitled to a maximum of 30 hours per week or a maximum of 1140 hours stretched over the year. Speak to your provider about how this funding will be offered.

Provider Name		Provider Postcode	
Total booked hours per week		Funding Start Date:	/ /
I confirm my child is attending		hours per week <b>lam2 / Universal funding</b>	(maximum 15 hours per week)
I confirm my child is attending		hours per week <b>Extended Entitlement</b>	(maximum 15 hours per week)

**Other Provider** – If your child attends another provider please complete this (if you are not claiming funding mark as 0)

My child also attends		Universal hours each week	At:
		Extended Entitlement hours	
My child also attends		Universal hours each week	At:
		Extended Entitlement hours	
lam2 ref:		EYPP ref:	
30 hours		Checked by:	

## Parent / Carer details (Person with Legal responsibility for the child)

Title	First Name	Title	First Name
Surname		Surname	
Email		Email	
Mobile Number		Mobile Number	
*This information will be used to access additional benefits such as lam2, 30 Hours Funded Childcare, Early Years Pupil Premium (EYPP) and Free School Meals (FSM). It is optional but providers need these details to check for 30 hours and cannot offer a place without confirming eligibility.			
National Insurance Number* or NASS		National Insurance Number* or NASS	
Date of birth*		Date of birth*	

**Data Protection Statement** – Your signature on this form implies your consent for the Early Year Provider and Local Authority to process the data in accordance with the Data Protection Act 1998. The information given will be entered onto a computer database and held by the London Borough of Bromley.

I understand the information provided will be shared with other agencies as per the Privacy Notice supplied by your provider, and only kept for as long as necessary

For more details - [www.bromley.gov.uk/PupilPrivacyNotice](http://www.bromley.gov.uk/PupilPrivacyNotice)

**Child Data Collection** – This information is a statutory requirement from the Department of Education (DfE) and assists the local authority compile statistics on early education from different ethnic backgrounds. This is optional but helps ensure all children have an opportunity to access free early education to fulfil their potential. If you do not wish to give these details please state 'prefer not to say' or 'refused'.

Ethnicity		Country of Birth	
First Language		Nationality	

**Disability Access Fund for DLA Children** – 3 and 4 year olds claiming their free entitlement and who are in receipt of Disability Living Allowance (DLA) will be eligible for the Disability Access Fund (DAF). This is paid directly to this provider as a fixed rate of £615 per year to help them make reasonable adjustments to their settings and/or helping with building capacity (it can be used for your child or can benefit the whole setting).

Yes my child is in receipt of DLA and I would like this provider to claim the DAF  
Please include a copy of the DWP letter

**2,3&4 year old funding, EYPP and 30 Hours** – By giving your National Insurance details you agree that your provider can check eligibility for lam2, 30 Hours Funded Childcare and EYPP. More details can be found on [www.bromley.gov.uk/childcare](http://www.bromley.gov.uk/childcare) and [www.bromley.gov.uk/eypp](http://www.bromley.gov.uk/eypp)

**Notice to leave** – by signing the Parent Contract you are agreeing to the terms and conditions of the provider and part of those conditions is to give written notice to leave during term time.

**Declaration –**

- I declare the information I have supplied is correct to the best of my knowledge at the time of completion
- I agree to notify the Early Years Provider of any changes in my child's circumstances
- I understand I can claim a maximum of 570 hours Free Entitlement in a year or 1140 hours if I meet the eligibility criteria and have supplied the provider with the Eligibility Code
- I understand my child could lose their Free Entitlement if they do not attend regularly without a reason for their absence
- I declare that my child receives no funded education other than stated above (this includes school)
- I agree that this provider can contact my previous or other providers (if this applies)

<b>Parent</b>	<b>Provider –</b> Once signed give a copy to the parents
<b>Name:</b>	<b>Name:</b>
<b>Signed:</b>	<b>Signed:</b>
<b>Date:</b>	<b>Date:</b>
<b>Office use only</b>	
<b>Birth Certificate/ Passport seen</b> Yes/No	<b>A copy of this contract has been given</b> Yes/No

**Amendments to the number of funded hours during the year**

Term Year i.e. Spring 2018	Booked hours	Funded Hours				Date Effective from:	Parent Signature	Date
		lam2/Universal	Extended					
<b>Amendment to SEND code</b>		S	K	E	N			